



CITY OF MORGAN HILL

17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

**LIBRARY COMMISSION**

After Action  
REGULAR MEETING

**FEBRUARY 14, 2005**

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**Morgan Hill Civic Center**  
Council Chambers  
17555 Peak Avenue

**LIBRARY COMMISSION**

Chair	Chuck Dillmann
Vice-Chair	George Nale
Commissioner	Jeanne Gregg
Commissioner	Kathleen Stanaway
Commissioner	Charles Cameron
Commissioner	Einar Anderson
Commissioner	Ruth Phebus
Commissioner	Bert Berson
Commissioner	John Macchia

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**7:15 P.M.**

**CALL TO ORDER**

Vice Chair Nale called the meeting to order

**ROLL CALL ATTENDANCE**

Absent: Commissioner Stanaway

**DECLARATION OF POSTING THE AGENDA**

Per Government Code 54954.2

**PLEDGE**

Pledge was led by Vice Chair Nale

**PUBLIC COMMENT**

None

**REPORTS**

## 1. COUNTY LIBRARY REPORT

Legislation-Funding & Budgeting

County Librarian Sarah Flowers

Deputy County Librarian Sarah Flowers reported the second County Library newsletter was published and delivered to households within Library's service area.

Joint Powers Authority

Ms. Flowers reported the JPA met on January 27, 2005 and voted to move forward with the mail-in ballot for Measures A and B. The ballot will be mailed on April 4th and is due 8:00 p.m. on May 3<sup>rd</sup>. The ballot will include a pre-paid envelope; there will be no drop-off points. The last day to register to vote will be April 18<sup>th</sup>. The two Measures on the ballot are:

Measure A – replacement of the existing assessment of \$33 per household. The term of this assessment is 10 years

Measure B – contingent upon Measure A, this will levy an additional \$12 for a total of \$45 per household. The term of this assessment is 10 years.

The preliminary operating budget for FY05/06 is due to the JPA next month. Library staff will submit a "worst case scenario" budget pending the outcome of the election.

## 2. MORGAN HILL LIBRARY REPORT

Community Librarian  
Rosanne Macek

Ms. Macek reported circulation in December dropped 15%. She added this was due to reduced hours for the holidays and the Monday closure. Library staff is tracking the number of reference questions received quarterly. She reported reference questions for the second quarter on the Children's side increased by 17% and remained even with 2004 on the adult side.

Special programs last month included a Wednesday night story time, a Thursday morning story time for toddlers and pre-schoolers, and tours of the library. Free Kindermuzik classes were held at the Library. An evening with the author of the *Silicon Valley Reads Book*, "Epitaph for a Peach" was held on February 3<sup>rd</sup> at the Community Center. Over 120 people attended the event.

A Family Reading Program will be kicked-off in March. There are already over 300 people signed up. Future programs will include a forum on foreign policy sponsored by the AAUW; bilingual story time and a program by the Audubon Society. The Library System has issued a call for local writers to write about their experiences growing up in a rural area through *The Rural Scribe: Memories of Country Life* program. She asked the Commission to serve as judges in this contest.

Commissioner Macchia requested a chart depicting Morgan Hill's circulation trends as compared to other libraries be developed.

## 3. LEGISLATIVE COMMITTEE

Chair Dillmann

Chair Dillmann stated there was no news to report. He reported there is much discussion regarding the decision of the Salinas City Council to close its libraries as a cost saving measure.

**4. CONSENT CALENDAR**

**APPROVAL OF MEETING MINUTES OF JANUARY 10, 2005**

Commissioner Anderson motioned to approve the minutes. Commissioner Cameron seconded the motion. Motion carried (8:0)

**BUSINESS**

**5. RESOLUTION IN SUPPORT OF LOCAL LIBRARIES**

**Recommended Action: Action Item.** Commission will vote to support a resolution pertaining to local parcel tax measures (Measure A and B) scheduled to be adopted by Council on February 16, 2005.

The Commission approved the Resolution in Support of Local Libraries. Commissioner Cameron motioned to approve the Resolution. Commissioner Anderson seconded the motion. Motion carried (8:0).

**6. RESCHEDULE LIBRARY COMMISSION WORKSHOP**

**Recommended Action: Action Item.** Library Commission to select new date for Commission workshop.

Chair Dillmann asked if a date was scheduled for the City Council to consider the remarks from the Library and Parks and Recreation Commissions on the City Manager's evaluation of the Commissions and recommended changes. Recreation Manager Spier responded no date has been set for this issue. Chair Dillmann stated there are 4 Commissioners whose terms will expire in April. He asked if the Commission wanted to wait to schedule the workshop until after new Commissioners were seated. It was the consensus of the Commission to hold the workshop prior to the end of the terms of the existing Commissioners.

The Commission selected the Saturday, March 5<sup>th</sup> as the new date for the workshop. Vice Chair Nale motioned to approve this date. Commissioner Phebus seconded the motion. Motion carried (8:0). Chair Dillmann asked the current members of the agenda sub-committee to remain on the committee and to create an agenda prior to February 21<sup>st</sup> for Recreation Manager Spier's review and approval of the \$500 fee for the workshop facilitator. Recreation Manager Spier stated in light of the City's need to reduce the operating budget, the City does not want this expenditure to set a precedent for the other Commissions.

The agenda sub-committee agreed to meet after the meeting to begin development of the agenda.

**7. BUILDING PROGRAM FOR NEW MORGAN HILL LIBRARY**

**Recommended Action: Information Item.** Library staff will provide overview of building program for new library.

Community Librarian Rosanne Macek distributed copies of the Building Program (Program) to the Commission. She stated the work on the prior Program had been taken into consideration in the development of this Program, but this was a completely new Program for the new 28,000 square foot Morgan Hill Library.

Chair Dillmann asked if this was the controlling document for the design of the library. Deputy Community Librarian Sarah Flowers responded this document is intended to be instructions for the architect. She added the library's final design and components are usually never exactly the same as reflected in this document

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due to value engineering and unforeseen changes, but that this document will be an important part of the design process.

Commissioner Berson stated there was no role for the Library Commission in the design development for the new library. Chair Dillmann stated there are both pro's and con's for the Library Commission's involvement in this process. He added that ultimately it is the responsibility of city staff to ensure the project is completed on-time and under budget. Commissioner Cameron stated he believes the Commission should have some involvement and that this issue would be appropriate for the March 5<sup>th</sup> workshop as well as increasing public involvement.

- 8. UPDATE ON SELECTION OF LIBRARY CONSTRUCTION MANAGEMENT FIRM**  
**Recommended Action: Information Item.** City staff will provide an update on City Council selection of construction management firm for the new library.

Recreation Manager Spier reported the local firm of Toenisketter & Breeding, Inc. has been selected as the construction management firm. City staff is currently working to finalize the contract with Noll and Tam for the design of the library. It is anticipated the library's final design will be ready by Thanksgiving 2005. Public input on the design will be requested. The Commission will be asked to assist in getting public input.

Commissioner Berson asked Ms. Spier how it would be viewed by the current Library Building Committee if a member of the Commission attended their meetings. Ms. Spier responded a member of the Commission is welcome to attend, but that person would not have an official role on the committee and would not be asked for input at the meetings. That person's role would be solely that of an observer.

Commissioner Macchia asked if the status reports from the construction manager could be more formalized. Ms. Spier and Ms. Flowers responded the construction manager will provide regular reports to the City Council and city and library staff will make regular reports to the Commission. He asked if a written update could be provided by the Thursday preceding the next Commission meeting. Ms. Flowers stated she and the library staff would be able to comply with this request. She added there will be a web cam on the library construction site.

- 9. A) REVIEW OF CITY MANAGER'S REPORT TO COUNCIL- *EVALUATION OF SYSTEM OF COMMITTEES AND COMMISSIONS*, AND**  
**B) DISCUSSION OF ROLE OF COMMISSION; AND**  
**C) REVIEW OF COMMISSIONER TERMS AND SUGGESTIONS TO REDUCE COMMISSION FROM NINE MEMBERS TO SEVEN**

**Recommended Action: Information Item.** City staff will provide an overview of City Manager's report to Council. Commission will discuss its role in relation to City Council, the community, library and city staff. Commission will review the terms of current members and discuss suggestions to reduce membership to seven members per Council direction.

Recreation Manager Spier outlined the three main points of the City Manager's report in regard to the Library Commission. They include 1) a change in the scope of the Commission to include arts and culture; 2) development of a yearly work plan; and 3) reduction of Commission from 9 members to 7.

Ms. Spier added the Council asked for feedback on these recommendations the Library and Parks Commission. Ms. Spier will take the Commission's comments back to the City Council. She added this issue could be placed on the Council's agenda on the first or second meeting of March.

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Commissioners Gregg and Cameron both stated they are in support of the general concept. Commissioner Berson asked if the Library Commission is being asked to change its focus or to take on additional responsibilities. Ms. Spier responded this recommendation will require the Commission to take on additional responsibilities. She added City Council has not fully developed the scope of the Library, Culture and Arts Commission. Commissioner Macchia stated that before a work plan can be developed, the goal(s) of the Commission must be defined. He added that combining the library with culture and arts might foster more public involvement. Chair Gregg stated the make-up of the Commission might change by the recruitment of Commissioners interested in the arts. Chair Dillmann asked Ms. Spier if there had been any discussion on how public art would be incorporated into the city. He stated former Chief of Police, Steve Schwab developed a report that examined how different cities funded and incorporated public art into their new buildings, parks and public areas. He suggested contacting the Community Foundation and getting an update from the group working with the Foundation on public art.

Chair Dillmann asked the Commission for remarks on the recommendation to reduce the Commission to 7 members. The Commission supported this recommendation. No specific methods were discussed to reduce the size of the Commission.

Chair Dillmann announced that Council Member Tate will remain as liaison to the Commission but will not be attending each meeting. Commissioner Cameron stated his presence at the meetings was beneficial to the Commission.

A copy of the recommendations to the City Manager from the Library Commission will be provided at the next meeting.

#### **10. UPDATE FROM FUNDRAISING COMMITTEE**

**Recommended Action: Information Item.** The Fundraising Committee will provide a status report to the Commission.

Commission Fund Raising Sub-Committee:

Commissioner Anderson reported members of the sub-committee met with Mayor Kennedy to discuss prospective community leaders to assist with the formation of a Foundation. He added the committee is putting together a presentation that outlines the need for the Foundation that deals with the Library's budget shortfall; future trends; and Commission's work to develop the Foundation. The committee will provide a straw-man presentation at the next meeting.

Local Fundraising Steering Committee:

Commissioner Berson asked that this item be include in each agenda until the election. He provided an update on contributions and distributed a poster for a volunteers' meeting to be held on February 15<sup>th</sup>. He provided an update on the talking points developed by the committee on the need for Measures A and B. Chair Dillmann suggested the talking points need to specify the reason(s) the parcel tax is needed and provide information on what will happen if it fails. He added a cost benefit analysis would be helpful.

#### **11. ANNOUNCEMENTS**

None

**12. REQUESTS FOR FUTURE ITEMS**

- 1) Workshop Results
- 2) Santa Clara County Library Fiscal Officer Gay Strand
- 3) Strawman presentation from Fundraising Sub-Committee
- 4) Update from Local Fundraising Steering Committee

**13. ADJOURNMENT**

Commissioner Cameron motioned to adjourn the meeting. Commissioner Anderson seconded the motion. Motion carried (8:0).